

MINUTES FOR THE ADMINISTRATIVE CONTROL BOARD,  
SALT LAKE COUNTY SPECIAL SERVICE DISTRICT NO. 1 (SANITATION)

Date/Time	Location	Attendees
<p><b>11/14/2012</b> <b>9:00 A.M.- 10:58 A.M.</b></p>	<p><b>604 W 6960 S</b> <b>Training Room</b></p>	<p>Board Members: Scott Bracken, Patrick Leary, Dama Barbour, David Wilde, Jim Bradley, Coralee Wessman-Moser, and Sabrina Petersen</p> <p>Sanitation Staff: Pam Roberts, Allison Dodge, Stuart Palmer, Larry Moller, Bill Hobbs, Craig Adams, Larry Chipman, Andy King, Lorna Vogt, Janet Kelly, Gaylyn Larsen, and Gavin Anderson</p> <p>Guests: Frank Nakamura, Dave Jackson, Kerri Nakamura, Jeff Rowley, and Brett Wood</p>
<p><b>Next Meeting</b> <b>11/28/12</b> <b>9:00 A.M.- 10:30 A.M.</b></p>	<p><b>604 W 6960 S</b> <b>Training Room</b></p>	<p><b>Absent:</b> Richard Snelgrove and Randy Horiuchi</p>

**Agenda**

1. Consent Items: (**Approval Requested**)
  - 1.1 October 24, 2012 Board Meeting Minutes
2. Public Hearing for the District's 2013 Budget Adoption, December 11 at 6 p.m. Council Chambers, Pam Roberts (**Reminder**)
3. District Logo Design, Pam Roberts, (**Direction/Approval Requested**)
4. Interlocal Agreement with Salt Lake County for Administrative Services, Pam Roberts and Gavin Anderson (**Approval Requested**)
5. Review the District Resolution, accepting Wasatch Front Waste and Recycling District Organization, Pam Roberts (**Direction/Approval Requested**)
6. Human Resource Policies, Pam Roberts and Gaylyn Larsen, (**Approval Requested**)
7. Health Care Benefits Plan, Pam Roberts and Gaylyn Larsen, (**Information and Approval Requested**)
8. Risk Management Update, Pam Roberts (**Information and Direction Requested**)
9. Requested items for the November 28, 2012 Board Meeting

- 2013 Budget Approval, November 28<sup>th</sup>
- Compensation/Classification Proposal
- Remaining Administrative and HR Policies

<b>Topics/ Objectives</b>	<b>Key Points/ Decisions</b>	<b>Action Items Who – What – By when</b>	<b>Status</b>
<b>Approve Minutes</b>		Board Member Petersen, seconded by Board Member Barbour, moved to approve the minutes from the October 24, 2012 meeting. The motion passed unanimously.	<b>Approved November 14, 2012</b>
Public Hearing for the District's 2013 Budget Adoption, December 11 at 6 p.m. Council Chambers, Pam Roberts ( <b>Reminder</b> )	The Board will hold the public hearing to adopt the 2013 budget on December 6, 2012 at 6 p.m. at 2001 South State Street in the Council Chambers.		<b>A meeting request will be sent out to the Board and proper procedures will be followed for the budget hearing and adoption scheduled for Thursday, December 6, 2012.</b>
District Logo Design, Pam Roberts, ( <b>Direction/Approval Requested</b> )	The Board reviewed two options and selected one specific for the District name.		<b>The new District logo will go on the doors of the trucks and the city and County unincorporated logos will go on the truck body with the Parents Empowered wraps.</b>
Interlocal Agreement with Salt Lake County for Administrative Services, Pam Roberts and Gavin Anderson ( <b>Approval Requested</b> )	<p>The District will have an Interlocal agreement with Salt Lake County IS, Fleet, Risk Management, County Surveyor, Legal Counsel, and Public Works Operations for 2013. The District will evaluate the Interlocal agreement annually to determine what can be done in-house or with private providers.</p> <p>Due to the recent legal opinion from the DA's office, collection of fees will move from the Treasurer's tax notice and will be done in-house. This will improve customer service with fee abatements.</p>	Board Member Petersen, seconded by Board Member Wilde, moved for staff to move forward with the Interlocal agreement for the District to contract for services with Salt Lake County. The motion passed unanimously.	<p><b>The updated Interlocal Agreement will be presented at the November 28, 2012 meeting.</b></p> <p><b>Staff will bring back a plan and an outline with costs associated to collecting fees in-house.</b></p>

	<p>As allowed under State Statute, delinquent fees will be collected by the Treasurer's office through the annual property tax notice.</p>		
<p>Review the District Resolution, accepting Wasatch Front Waste and Recycling District Organization, Pam Roberts <b>(Direction/Approval Requested)</b></p>		<p>Board Member Wessman-Moser, seconded by Board Member Petersen, moved to table this item until the November 28, 2012, meeting. The motion passed unanimously.</p>	<p><b>Tabled until November 28, 2012, meeting.</b></p>
<p>Human Resource Policies, Pam Roberts and Gaylyn Larsen, <b>(Approval Requested)</b></p>	<p>Gaylyn Larsen reviewed the draft human resource policies. The District will model its human resource and administrative policies from the special districts.</p> <p>Gavin Anderson, Legal Counsel, recommends taking the existing District by-laws and moving them into the administrative policies.</p> <p>Pam Roberts will be the chief executive officer, chief procurement officer, and budget officer for the District. Pam's position will become an at-will position beginning January 1, 2013.</p> <p>The Board discussed the contract and benefits the Executive Director will receive.</p> <p>Employees will continue to receive over-time pay when working holidays. The management team does a good job of managing over-time.</p> <p>The Board discussed issues related to Social Security, pay periods, leave accruals, and temporary employee pay.</p> <p>Board Member Bradley raised concerns with</p>	<p>Board Member Wessman-Moser, seconded by Board Member Petersen, moved for staff to move forward with the direction of the human resource policies. The motion passed unanimously.</p>	<p><b>The timeline of the policies will be sent out to the Board Members.</b></p> <p><b>Gaylyn Larsen, Human Resource Manager, will make changes to the human resource policies suggested by the Board.</b></p> <p><b>Pam Roberts will bring a proposed contract for employment to the Board before the end of the year.</b></p> <p><b>The Social Security and pay period topics will be placed on the November 28, 2012, meeting agenda.</b></p>

	<p>employee's opting out of social security.</p> <ul style="list-style-type: none"> <li>• Employees reach the age of 65 and there will be nothing available for retirement.</li> <li>• Employees may borrow against their 401k's .</li> <li>• Employees are not able to save.</li> <li>• Disability benefits are tied with Social Security</li> </ul> <p>Dave Jackson from First West Benefit Solutions said that entities that do not opt into Social Security have a replacement retirement plan such as a 457 where employees are not able to borrow against the funds until they retire or terminate employment.</p> <p>If the District does not opt into Social Security, disability insurance can be purchased.</p> <p>Pam Roberts asked that the topics of Pay periods and SS be treated as separate topics each with their own considerations.</p>		
<p>Health Care Benefits Plan, Pam Roberts and Gaylyn Larsen, <b>(Information and Approval Requested)</b></p>	<p>Dave Jackson reviewed the benefit package for the District employees.</p> <ul style="list-style-type: none"> <li>• PEHP (Public Employees Health Plan) was able to offer lower premiums for Select Health</li> <li>• There is a slight increase for Altius</li> <li>• Direct MD with \$5.00 co-pays</li> <li>• Networks stay the same</li> <li>• Added optional vision care</li> <li>• Grandfather life insurance</li> <li>• Short-term disability option</li> </ul>	<p>Board Member Petersen, seconded by Board Member Wilde, moved to proceed with the contract with PEHP for insurance for health benefits The motion passed unanimously.</p>	<p><b>Pam will coordinate with Dave Jackson to have the contract in place.</b></p>

	<ul style="list-style-type: none"> <li>• Long-term disability (Needed if opting out of Social Security)</li> <li>• Still waiting for EAP (Employee Assistant Program)</li> </ul>		
Risk Management Update, Pam Roberts ( <b>Information and Direction Requested</b> )	<p>The District will pay as it goes for expenses incurred for Worker’s Comp. Claims will be processed by Salt Lake County Risk Management as they have been in the past.</p> <p>.</p> <p>Traveler’s Insurance has been recommended to provide general, auto and officer liability insurance</p>	Board Member Barbour, seconded by Board Member Wilde, moved to contract with Travelers Insurance for risk management. The motion passed unanimously.	<b>Staff will bring an outline and summary of costs for the November 28, 2012, meeting.</b>
Next Meeting	The next meeting will be held Wednesday, November 28, 2012		
<b>Adjournment</b>		Board Member Wilde, seconded by Board Member Petersen, moved to adjourn the meeting. The motion passed unanimously. There being no further business the meeting adjourned.	<b>Adjourned 10:58 a.m.</b>
<b>Future Meeting Topics</b>	<p>Requested items for the November 28, 2012 Board Meeting</p> <ul style="list-style-type: none"> <li>• 2013 Budget Approval, November 28<sup>th</sup></li> <li>• Compensation/Classification Proposal</li> <li>• Remaining Administrative and HR Policies</li> </ul>		

